2003 GPEA Data Collection Tool User Guide

June 2nd, 2003

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INTRODUCTION

The purpose of this user guide is to assist you in completing the **2003 GPEA Data Collection Tool** (GPEA Tool) in Microsoft (MS) Access format. Please note that one version of the tool is for use in MS Access 2000 (2003_GPEA_Access2000.mdb) and another version is for use with Access 97 (2003_GPEA _ Access97.mdb).

Before you begin working with the database, save this file to your desktop. If you have previously submitted GPEA data, you will have been sent a pre-populated database. If this is the first time you are submitting a GPEA database, download the template from the CIO.Gov GPEA web site. Please use our standard naming convention and save as “2003 GPEA_Access version_ Agency acronym.mdb.” For example, the Department of Justice would name its file: 2003_GPEA_Access2000_DOJ.mdb. For an Access 97 based Collection Tool, please change the name accordingly (i.e. 2003_GPEA_Access97_DOJ.mdb).

DO NOT make a copy of this file and distribute it throughout your organization for concurrent population. This does not mean that multiple people cannot contribute to the submission. While the tool does not allow multiple users to input data simultaneously, multiple agency personnel can access the database sequentially if it is in a common environment, such as on a shared drive, or if it is distributed and worked on, in serial, via email. If your agency is large and decentralized, you should have already been in discussion with OMB with regard to the need to have multiple bureaus/components assist in the submission of this information.

Do not enter data for transactions that are one time in nature. For example, if a transaction is a one-time survey or a one-time data collection, please do not include it in the GPEA 2003 tool.

Changes for 2003

To address user feedback from the 2002 data collection effort, the Access based tool has been updated with additional functionality. Specific Changes include:

- The ability to search on number of criteria
- The ability to sort on a number of criteria
- Improvements in the ability to print transactions and reports on a given search set of transactions
- Improved navigation capabilities
  - Navigation by record number
  - Navigation by Transaction Name
- Transaction Manager usability changes
- Additional reports to include:
  - Unique report for non-completed transactions
  - Unique report for transactions with high number of respondents (5,000)
  - Automated summary matrix reports to report summaries by Agency and by Respondent Group

Upon opening the file, the user will see the main menu titled, **2003 GPEA Data Collection Tool**. Clicking on the "Help?" Button will call up this user guide.

Please click "Transaction Manager" to enter into the "Transaction View Search Manager". This opens the "Transaction View Search Manager" form. The 2003 data collection will primarily focus on updates to existing data as opposed to inputting of GPEA transaction data. For Agencies that submitted databases in 2002, the 2003 Data Collection Tool has been pre-populated using the most current Agency data. For these Agencies, the new search feature will facilitate finding and updating transaction information. If the user has previously submitted data and wishes to search among existing records or update transaction data, **then proceed to the section of the user guide titled Step 1 – Option A**.

For Agencies which have not previously submitted and require guidance on initially populating the database, **then proceed to the section of the user guide titled Step1 – Option B**.

<u>Note:</u> If an Agency has an expired PRA that was not completed, please do not delete the transaction. Instead, mark the transaction as completed and report the 'Number of Respondents' as "0". Also, mark the 'Completion Date' as blank and provide an explanation in the given box mentioning that the given PRA has expired. You may also choose to mention the same in the Transaction Description box.

STEP 1 – Option A - TRANSACTION VIEW SEARCH MANAGER

To navigate through the database more efficiently, a search manager has been added for 2003. Now, the user has the option of retrieving and updating specified transactions from the existing data set. In the 2003 Data Collection Tool, the user can also effectively customize and print full transaction detail reports based on a given user-defined set of search and sort criteria.

The "Transaction View Search Manager" allows the user to view all the records or a subset of the records that meet search criteria given by the user. Please enter the appropriate information in the fields provided to specify your search criteria. You can use the tab button on your keyboard to easily move from one field to the next. The table below provides additional instruction regarding the requirements for each search field ***(Note: Not all fields are required to be completed for a search. The more fields that are completed, the narrower the search becomes. The fields can be cleared using the "Reset Form" button).*** If you choose to view all the records within the database, then please select the default box labeled "Show all Transactions".

To update transaction information, any of the data fields within the Transaction Manager can be altered as necessary. Please refer to the section of the user guide titled Step1 – Option B for more detail about the process of entering or changing data. If a collection has been merged and is now electronic or is now expired please do not delete the transaction, but rather show it as complete with the appropriate transformation status.

Field Name	Field Type	Description
Agency	Drop Down	Choose the name of the Federal department or Agency from the drop down menu that corresponds to the transaction(s) that the user wants the Search Manager to retrieve from the database.
Bureau	Drop Down	Choose the name of the bureau or office from the drop down menu that corresponds to the transaction(s) that the user wants the Search Manager to retrieve from the database. You must first select an Agency to retrieve the associated bureaus for selection.
Transaction Name	Text	Enter the name of the collection or keyword that applies to the transaction(s) the user wants the Search Manager to retrieve from the database.
Transaction Description	Text	Enter a keyword that applies to the transaction description(s) that the user wants the Search Manager to retrieve from the database.
Unique Project ID	Number (Formatted Field)	Enter a unique project ID for the transaction that the user wants the Search Manager to retrieve from the database.
Transformation Status	Drop Down	Choose a transformation status from the drop down menu that applies to the search. Commonly the level of transformation produced by electronic government projects can be described in specific stages: <u>Electronic Forms Only</u> (e.g., fillable on-line forms/printable and faxed, mailed, e-mailed, or hand-carried delivery). <u>Electronic Transactions</u> (e.g., web services beyond electronic forms—provides two-way electronic communication via the web). <u>Unification - a) Intra-Agency Unification</u> (e.g., one-stop shopping, one-stop benefits among bureaus/components of the Agency). <u>Unification - b) Inter-Agency Unification</u> (e.g., one-stop shopping, one-stop benefits across Agencies, and/or between levels of Federal, State, and Local governments). <u>Process Streamlining</u> (e.g., electronic transactions tied to a reengineered process). <u>None</u> (e.g. no transformation or none of the above)
Customer Group	Drop Down	Choose an appropriate customer group from the drop down menu that the user wants the Search Manager to retrieve.
Respondent Description	Drop Down	Choose one of the following categories for search criteria that describes the respondents: **<u>Business</u>**: financial institutions, federal contractors, health care providers, businesses, employers, farms, other food industry, manufacturers, ship/boat industry, and fire arms dealers **<u>Citizen</u>**: households, individuals, employees, students, retirees, fishermen, and landowners

		Government: state governments, local governments, tribal government, universities, schools, nonprofit institutions, law enforcement, and labor unions **Internal**: federal employees or federal employee benefit recipients and federal agencies. **If there are additional respondents that do not fit into the above categories use "other."**
Egov Initiative	Drop Down	Choose an E-Gov Initiative that applies to the search criteria from the drop down menu. A list of E-gov initiatives with descriptions can be found in the 2003 E-Government Strategy at http://www.whitehouse.gov/omb/egov/2003egov_strat.pdf dated April 2003 and is also incorporated in the Appendix of this document.
PRA Number	Number (Formatted Field)	Enter a Paperwork Reduction Act (PRA) Number associated with the transaction(s) that the user wishes to retrieve from the database. (Note that the number must be exactly 8 digits long.) **Note:** If an Agency has an expired PRA that was not completed, please do not delete the transaction. Instead, mark the transaction as completed and report the 'Number of Respondents' as "0". Also, mark the 'Completion Date' as blank and provide an explanation in the given box mentioning that the given PRA has expired. You may also choose to mention the same in the Transaction Description box.
Completion Date	Drop Down	Choose a completion date range for search criteria that the Agency will offer a fully electronic option for the PRA or non-PRA transaction. Select from the following: ▪ Before 10/31/2001 ▪ 11/2001 thru 10/2002 ▪ 11/2002 thru 10/2003 ▪ Post 10/31/2003 ▪ Will not be completed
Range of Number of Respondents	Number	Choose a range for number of respondents. The search will give you all the records that fall **within** that range. (i.e. the search manager won't retrieve the records that the user selected as minimum and maximum boundaries).
Uses Electronic Signatures	Check Box	Check the box if the user wants only the record(s) that use electronic signatures to be retrieved by the search manager.

Customizing Reports

The 2003 version of the GPEA Tool allows the user to sort a given search set according to various criteria. This allows the Transaction Manager to display transactions in a specified order. Moreover, this function allows the user to customize and print reports that he/she has created. The table below provides additional information about the sorting options.

Sorting Options	Option Button	Select the option in which the user wants the records to be sorted once they are retrieved for the database. The search will sort by the following options: ▪ Transaction ID (default) ▪ Transformation Status

		▪ Number of Respondents ▪ Transaction Name ▪ Completion Date ▪ Unique Project Number
Sort Order	Option Button	Select either Asc or Desc. This will specify to the search manager rather to sort the selection from the Sorting Options in ascending or descending order.

Once the search and sorting options have been selected, a “custom” report can be printed of the dataset by using the ”Print Record or Current Search Set” within the Transaction Manager. Selecting “yes” prints all the records in the current search in the sort order selected. Selecting “no” prints only the current record.

STEP 1 – Option B - TRANSACTION MANAGER

Do not enter data for transactions that are one time in nature. For example, if a transaction is a one-time survey or a one-time data collection, please do not include it in the GPEA 2003 tool.

If you have not previously submitted a Data Collection Tool for your Agency, then the "Transaction Manager" is the main data entry point. From the Transaction View Search Manager, Select "Show All Transactions" and hit the Search Button. As no transactions currently exist, the Transaction Manager Template will be initially empty and available for data entry.

Within the Transaction Manager template, please enter the appropriate information in the fields provided. You can use the tab button on your keyboard to easily move from one field to the next.

The table below provides additional instruction regarding the requirements of each field.

Field Name	Field Type	Description
Transaction Number	Number	**Do not enter a number in this field!** It is automatically generated within the form. Data entry is not necessary. (Note that the transaction number will not always be sequential, as it provides identifiers for all transactions including those deleted or aborted.)
Agency	Drop Down	The name of the Federal department or agency responsible for the collection and/or for non-PRA reporting or dissemination products, as appropriate. Choose the appropriate agency from the drop down menu. This field will default to the last agency entered so you do not have to re-enter your agency name for subsequent records.
Bureau	Drop Down	The name of the bureau or office responsible for the collection and/or for the report or dissemination. If none exists, choose "None." The drop down box is pre-populated and should include all applicable bureau names. This field will default to the last bureau/component entered for subsequent records until you purposely change to another bureau name. If a bureau is not listed, you can add a new bureau. In the existing drop down menu, first click the "Add a New Bureau" button. Next, in the "Enter New Bureau Name" box, please type the name of the bureau, and then click "ok." Your entry will become part of the drop down menu. Please use the following naming convention example: for the Department of Justice, Federal Bureau of Investigation, the title should use the following convention: "Justice – Federal Bureau of Investigation." (Please do not use acronyms.) Once you have added the new bureau name, please be sure that your selection is highlighted to ensure that it is recorded properly. If your Agency does not have a bureau, please choose "None." **Please do not leave this field blank.**
Transaction Name	Text	The name of the collection (or group of related collections) and/or the interagency report or information dissemination product (or groups of reports or products). Please give it a name that would enable a variety of readers (such as CIO staff, Program Examiners and Desk Officers) to intuit its function. Please include form name and number whenever

		possible.
Transaction Description	Text	A short description of the nature of the collection(s) (or groups of collections) and/or the interagency report or information dissemination product (or groups of reports or products). Please be sure that your entry is concise and clear and no more than 5 lines in length. Include number(s) and name(s) of all forms involved in the transaction
Transformation Status	Drop Down	Choose the transformation status from the drop down menu. Commonly the level of transformation produced by electronic government projects can be described in specific stages. ***State the transformation status as is intended to be at 10/2003***: <u>Electronic Forms </u>(e.g., fillable on-line forms/printable and faxed, mailed, e-mailed, or hand-carried delivery). <u>Electronic Transactions </u>(e.g., web services beyond electronic forms—provides two-way electronic communication via the web). <u>Process Streamlining</u> (e.g., electronic transactions tied to a reengineered process). <u>Intra Agency Unification</u> (e.g., one-stop shopping, one-stop benefits among bureaus/components of the Agency). <u>Inter Agency Unification</u> (e.g., one-stop shopping, one-stop benefits across agencies, and/or between levels of federal, state, and local governments). <u>None</u> (e.g. no transformation or none of the above)
Unique Project ID	Number	The unique number for the information system (as defined in OMB Circular A-11, section 300 and exhibit 53) into which the information collected under the transaction is contained or put, or assembled. Each major or significant (and some small systems) has a Unique Project ID. All other IT systems are rolled up under a single Unique Project ID. It is being added to tie the GPEA plans more closely with the Budget process. Enter the unique project ID number designated in the FY ’04 budget submission on Exhibit 53 (and ITIPS). If the transaction is not part of the FY ’04 budget submission, use the unique project ID given in the FY ’03 budget submission or earlier. The unique project number is composed of the following: Agency Code – 3 digit number Bureau Code – 2 digit number (Use “00” if not applicable.) Exhibit 53 Part – 2 digit number Mission Area – 2 digit number Investment Type – 2 digit number Investment/Project ID – 4 digit number Investment Reporting – 2 digit number Please be sure to input numbers into all 17 digits. If certain digits do not apply, please fill in with “0s.” If no Unique ID is available, then the filed can be left blank ***Note: New guidance for additional digits for the Unique ID has recently been released. Given the timing of the data call, please continue to use your 17 digit Unique ID***

		which can be cross-walked with the new 23 digit Unique ID in the future.
Customer Group	Drop Down	Choose the appropriate customer group(s) from the drop down menu. (Note that "IEE" refers to internal efficiency and effectiveness of federal processes and "G2G" pertains to all other government-to-government transactions, such as those that cross federal, state, local, and/or tribal governments); G2B is Government to Business and includes all commercial enterprises; and G2C is Government to Citizen, which includes all individuals, even non-citizens.
Number of Respondents	Number	Enter the estimated number of respondents (individuals) that will respond to the transaction.
Explain, if the number of respondents is blank or '0'	Text	Provide an explanation if the "Number of Respondents" is blank or "0."
Respondent Description	Drop Down	Use any of the following categories that most closely describe the respondents in all the groups that apply (i.e. even if you choose government to business, for example, in the customer groups question you may choose from any of the other three categories as well): **<u>Business</u>**: financial institutions, federal contractors, health care providers, businesses, employers, farms, other food industry, manufacturers, ship/boat industry, and fire arms dealers **<u>Citizen</u>**: households, individuals, employees, students, retirees, fishermen, and landowners **<u>Government</u>**: state governments, local governments, tribal government, universities, schools, nonprofit institutions, law enforcement, and labor unions **<u>Internal</u>**: federal employees or federal employee benefit recipients and federal agencies. If there are additional respondents that do not fit into the above categories use "other." Choose the appropriate respondent description from the drop down menu and click "Select to Respondent List" to add your selection. Multiple respondents can be selected if applicable. Your selection(s) will appear in the box below titled "Selected Respondent(s)." To remove a respondent, highlight the selection, and click "Remove from Respondent List."
Date of Completion	Number (Formatted Date)	Enter the date when the Agency will offer a fully electronic option for the PRA or non-PRA transaction. Please enter the 2-digit month, followed by the day and then the year (mm/dd/yy).
Explain if Completion Date is Blank or post 10/03	Number	Enter an explanation for any date beyond 10/31/2003 or left blank. If the completion date is not known or occurs later than 10/31/03, describe in 1-2 sentences any statutory, practicability, or other barriers. <u>If the date is 10/31/03 or earlier, leave this field blank.</u>

PRA Number(s)	Number and/or Drop Down	OMB control number(s) for the PRA collection(s). Some groups of collections may have more than one control number, and these may be reported as one entry with multiple OMB PRA control numbers. Conversely, a control number may cover a number of separate collections; thus, a single OMB control number may be repeated. **Important: Before entering the PRA Number(s), please ensure that the proper bureau has been identified above. Once, you enter the PRA Number(s), you cannot go back and change the bureau.** Enter the PRA Number associated with the transaction and click "Add to PRA List" to add your selection. (Note that the number must be exactly 8 digits long.) If the transaction is not a PRA transaction, leave blank. Multiple PRA numbers can be selected if applicable. Your selections will appear in the box following titled "Selected PRA Numbers." To remove a PRA number, highlight the selection and click "Remove from PRA." (Note that there will be no PRA numbers in the drop down menu initially. As transactions are entered into the database, PRA numbers that have been previously entered will automatically appear in the drop down menu.) If the transaction is not PRA related, the field can be left blank.
E-Gov Initiative(s)	Drop Down	Choose the OMB E-Gov Initiative(s) that the transaction functionally relates to from the drop down menu. **If none apply, choose "none" from the drop down menu**. Multiple E-Gov Initiatives can be selected if applicable. Your selections will appear in the box below titled "Selected Related E-Gov Initiatives." To remove an E-Gov Initiative, highlight the selection and click "Remove from E-Gov." An agency need not be involved in any way in the E-Gov initiative management or partnership to identify a correlation to an E-Gov initiative. A list of E-gov initiatives with descriptions can be found in the 2003 E-Government Strategy at http://www.whitehouse.gov/omb/egov/2003egov_strat.pdf dated April 2003 and is also incorporated in the Appendix of this document.
Use of Electronic Signatures	Check Box	Check the box to indicate that the agency plans to use electronic signatures with this transaction. For guidance on electronic signatures, see Part II, Section 2 and 7, of OMB Memorandum M-00-10.

If you would like to check the spelling of your transaction data, hit the F7 button on your keyboard.

Upon completion of data entry for each transaction, click "add a new transaction" to begin entry of a new record.

In addition to the individual transaction data incorporated within the Transaction Manager, ***you must also complete the Information Collections (ICR) Report***. Details of the report requirements can be in Step 2 – Report Manager.

Upper Navigation Task Bar

The buttons in the upper left hand side of the form allows the user to navigate between records (below is a screenshot of the upper part of the "Transaction Manager".) The table below describes the functions of the upper task bar.

Field Name	Description
Go To First Record	Allows the user to view the first record in the search.
Go To Previous Record	Allows the user to view the previous record in the search.
Go To Next Record	Allows the user to view the next record in the search.
Go To Last Record	Allows the user to view the last record in the search.
Go To Record #	Allows the user to enter in the number of the record that they want to view. The number of the record will vary based on the search criteria specified by the user and will not necessarily match the Transaction ID.
Go To Transaction	Allows the user to view a specified transaction by selecting its name in the drop down menu. The order of the names will vary based on the sort options specified by the user in the Search Manager. ***To list transactions alphabetically, select "Transaction Name" from the sorting options on the Search Manager.***
Add a New Record	Allows the user to add a new transaction to the database
Print Record or Current Search Set	Allows the user to print the transaction data, in report format, that is currently viewed or print the all the records retrieved within the given search criteria. Selecting "yes" prints all the records in the current search. Selecting "no" prints only the current record.
Delete Record	Allows the user to delete the current transaction. Confirmation will be requested prior to deletion.
Return to Search	Returns the user to the "Transaction View Search Manager" form.
Go to Report Manager	Opens the "Report Manager" screen.

Tip: You may observe that the database is growing in size exponentially once you start entering / updating data. If this is the case, you may want to Compact and Repair the database. You can reach this utility by going to the toolbar, then clicking on Tools ->Database Utilities -> Compact and Repair Databases. This will reduce the size of the database and make it more manageable.

STEP 2 – REPORT MANAGER

Once you have entered all the required information into the "Transaction Manager," click the button in the top right corner "Go to Main Menu." Then click "Report Manager."

The **2003 GPEA Data Collection Tool** provides numerous reports to analyze GPEA data. The reports are generated and printed through the Report Manager, which can be accessed with a link from the Main Menu. Reports can be viewed by clicking on the preview button and can be sent directly to the default printer on your computer by clicking the associated print button.

The Report Manager is divided into three main tabs: Status Reports, Transaction Details, and Additional Reports.

Status Reports

There are five main CIO Status Reports that are generated for the Agencies. Each Status Report provides a count of the GPEA transactions grouped by the applicable field as well as by GPEA Completion Date range. The Completion Date Ranges are as follows:

- **Total** – *All Transactions for all Date Ranges, including transactions that will not be completed*
- **Completed prior to last data call** - *Completed on or before 10/31/01*
- **Completed since last data call** – *Completed between 11/1/01 and 10/31/02*
- **To be completed by 10/03** – *Completed between 11/1/02 and 10/31/03*
- **To be completed post 10/03** – *Completed on or after 11/1/03*
- **Not Completed** – *Transactions that will not be completed or have no date provided*

<u>Transformation Status Report</u> – Provides the count and percentage of transactions for each Transformation Status (i.e. Electronic Forms, Electronic Transactions, etc) within each Completion Date Range as well as a Total Count.

<u>Customer Group Report</u> – Provides the count and percentage of transactions for each Customer Group (i.e., G2C, G2G, G2C & G2B, IEE, etc.) within each Completion Date Range as well as a Total Count.

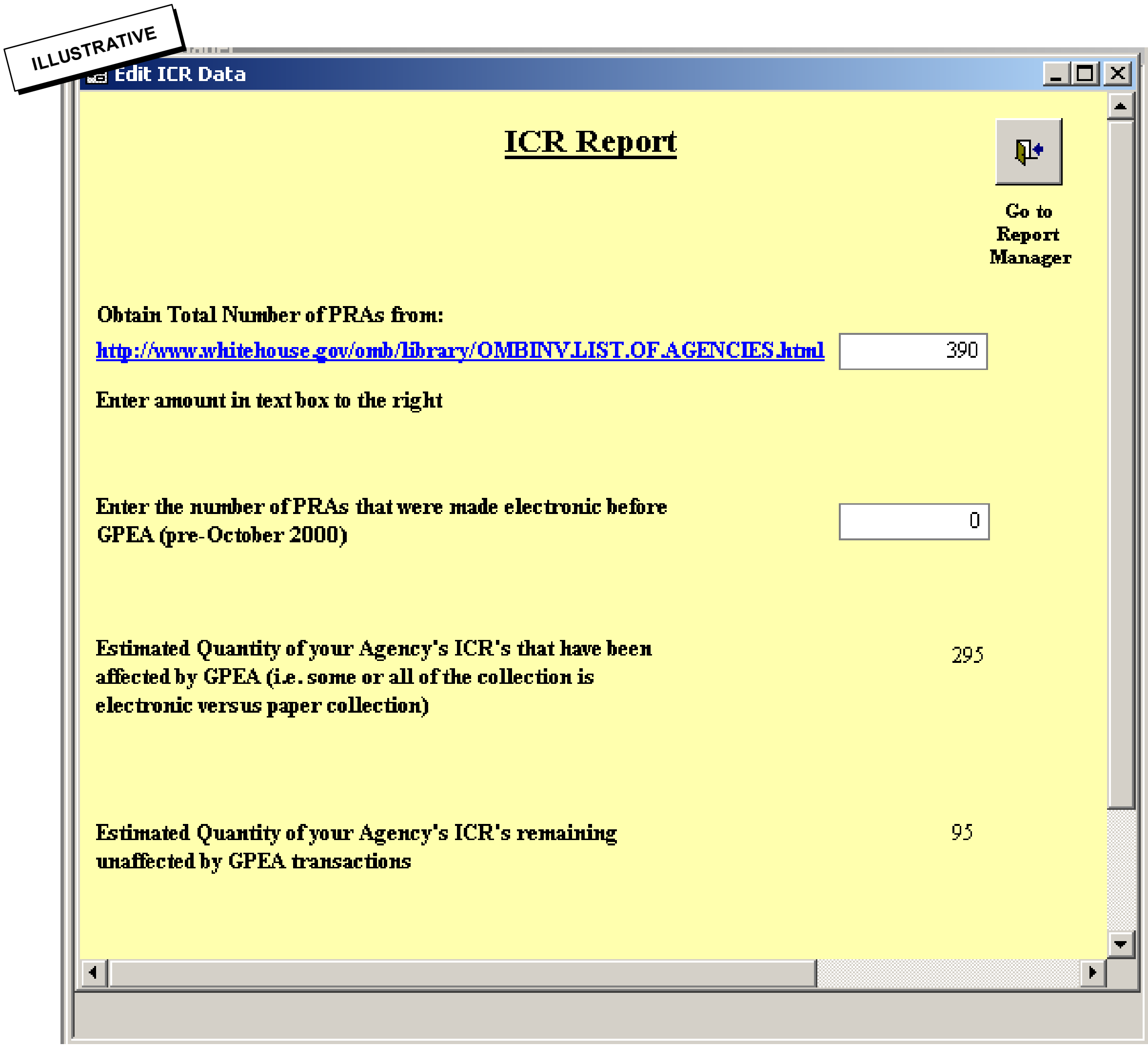
<u>PRA Relationship Report</u> – Provides the count and percentage of transactions for each PRA Status (i.e., PRA or Non-PRA) within each Completion Date Range as well as a Total Count. PRA Transactions can have one or many associated PRA numbers whereas Non-PRA transactions have no associated PRA numbers.

<u>E-Gov Relationship Report</u> – Provides the count of related transactions for each E-Gov Initiative grouped by Customer Group (i.e., G2B-Consolidated Health Information, G2G-eVital, etc).

<u>ICR Report</u> – The ICR report provides a snapshot of the estimated PRA transactions affected or unaffected by GPEA. Click the "Edit ICR Data" button to initially enter ICR data. On this screen, use the highlighted hotlink to access the Internet and retrieve OMB inventory of improved collections for your Agency. The URL is:

http://www.whitehouse.gov/omb/library/OMBINV.LIST.OF.AGENCIES.html

The total number of active PRAs will be at the end of the listing for a given Agency. **Enter this number into the space provided. If there are PRAs that were made electronic prior to GPEA (i.e. pre October 2000) then enter the number of pre-GPEA PRAs in the given field.** The white text boxes in the screen shot below provide an example of the necessary data entry areas.



The number of affected ICRs will be automatically populated based on the number of related PRAs provided within the "Transaction Manager" data. The number of unaffected ICRs is also automatically calculated based on the difference of the total number of PRAs/ICRs and the estimated amount of affected ICRs. The ICR Report can be generated from the "Report Manager" providing the number and percentage of affected/unaffected ICRs for the Agency. Any explanations for perceived misleading data or inaccuracies on the ICR Report can be included in the transmittal memo upon database submission.

You must complete the required fields in the "Edit ICR Data" portion of the database to populate the ICR data.

Transaction Details Reports

The Transaction Details Reports provide additional detail for specific transactions. For each Field, two sets of reports are available:

- **Detail** – Provides a listing of Transaction Names and associated IDs for each Field value
- **Count** – Provides a count of the number of transactions for each Field value

<u>Transformation Status Reports</u> – Provides the specific transactions and transaction count for each Transformation Status (i.e., Electronic Forms, Electronic Transactions, etc.)

<u>Customer Group Reports</u>– Provides the specific transactions and transaction count for each Customer Group (i.e., G2C, G2G, G2C & G2B, IEE, etc.)

PRA Relationship Reports – Provides a list of specific transactions for each PRA Number. Also provides a list of specific PRA numbers for each transaction as well as a total count of transactions by PRA number. The user can view the PRA relationship reports sorted by PRA or transaction.

E-Gov Relationship Reports – Provides the specific transactions related to each E-Gov Initiative. Also provides the Unique Project ID and specification of use of electronic signatures. Count Report provides a count of related transactions for each E-Gov Initiative.

Respondent Description Report – Provides the specific transactions and transaction count for each Respondent Group (i.e., Business: Employers, Gov't: Schools, Citizen: Individuals, etc.)

Completion Status Report – Provides a listing of specific transactions and associated IDs for each Completion Date Range (i.e., prior to last data call, since last data call, etc.). Count Report provides a count of the transactions to be completed within each date range. Associated explanations are provided for all transactions that are scheduled beyond 11/1/03 as well as transactions that will not be completed.

Additional Reports

Additional Reports provides additional reports and matrix information.

High Number of Respondents Report – Provides data on the specific transactions with 5000 or greater respondents.

Non-Completed Transactions Report– Provides data on the transactions that will not completed.

Agency Status Matrix – Provides a summary view of the transactions for each Agency within the database summarizing the total count by transformation status and the date of completion for each transaction.

Respondent Status matrix – Provides a summary view of the transactions for each Respondent Group within the database summarizing the total count by transformation status and the date of completion for each transaction.

STEP 3 - SUBMISSION

Submit a single, CIO approved, file to OMB as described in the GPEA progress reporting data call.

Tool Support

Should you have any questions regarding the completion of this file, please contact the GPEA Tool Help Desk at (202) 208-3638 or email to GPEA2003@gsa.gov.

Appendix: E-GOV INITIATIVE DESCRIPTIONS

E-Government Act

http://www.cio.gov/documents/e_gov_act_2002.pdf

E-Government Strategy

http://www.whitehouse.gov/omb/egov/2003egov_strat.pdf

Consolidated Health Information: Unifies and simplifies the sharing and reusing of medical record information among government agencies and their private healthcare providers and insurers.

Disaster Assistance and Crisis Response(DisasterHelp.gov): A public, one-stop portal containing information from applicable public and private organizations involved in disaster preparedness, response, recovery and mitigation; a single point of application for all disaster assistance programs.

E-Authentication: Establishes a method for satisfactorily establishing 'identity' and serve as the common interoperable authentication solutions for all of the E- Government initiatives.

E-Grants: Creates an electronic grants portal for grant recipients and the grant- making agencies that will streamline, simplify and provide an electronic option for grants management across the government.

E-Payroll: Simplifies and unifies elements of the Payroll process in order to consolidate and integrate payroll systems across government.

E-Training: Provides a repository of government-owned courseware.

E-Travel: Agencies will use a common travel management system throughout the federal government; existing travel management resources will be consolidated.

E-Vital: Expands the existing vital records online data exchange efforts between federal agencies and state governments. Aims to detect fraud and reduce erroneous payments.

Electronic Records Management: Provides guidance on e-records management and tools for agencies to transfer e-records to National Archives and Records Administration.

Eligibility Assistance Online (GovBenefits): Through a common Internet portal, citizens (with a focus on high-need demographic groups) will have an online tool for identifying government benefit programs from which they may be eligible to receive assistance.

Expanding Electronic Tax Products for Businesses: Aims to decrease the number of tax-related forms that an employer must file and to provide timely and accurate tax information to employers.

Free File (EZ Tax Filing): Makes it easier for citizens to file taxes in a Web-enabled environment.

Federal Asset Sales: Prospective customers will be able to find assets that they are interested in and be able to bid and/or make purchases electronically for financial, real and disposable assets.

Federal Enterprise Architecture: Maps business lines to develop information, data and application interface standards to eliminate redundancies and yield improved operating efficiency and effectiveness.

Geospatial Information One Stop: Provides access to the federal government's spatial data assets in a single location and help make state and local spatial data assets more accessible.

International Trade Process Streamlining: A single customer-focused site for new or existing exporters.

Integrated Acquisition Environment: Agencies will begin sharing common data elements to enable other agencies to make more informed procurement, logistical, payment and performance assessment decisions.

Enterprise Human Resources Integration: Eliminates the need for paper employee records; enable strategic decisions regarding the use of human capital and financial resources to improve agency performance and address emerging needs; and **E-Clearance** reduces time required to conduct security clearances.

One Stop Business Compliance Information: Provides information on laws and regulations to help users understand compliance information.

Online Access for Loans: Allows citizens and businesses to find the loan programs that meet their needs.

Online Rulemaking Management: Provides access to the rulemaking process for citizens anytime, anywhere. An existing “e-Docket” system would be expanded and enhanced to serve as a government-wide system for agency dockets.

Recreation One Stop: Provides a one-stop, searchable database of recreation areas nationwide

Recruitment One Stop: Improves the federal hiring process by providing job seekers with streamlined resume submission, online feedback about their status in the employment process and integration with automated assessment tools.

USA Services: Uses best practices in customer relationship management to enable citizens to quickly obtain service online, while improving responsiveness and consistency across government agencies.

Wireless Public Safety Interoperable Communications – Project SAFECOM: Addresses the Nation’s critical shortcomings in efforts by public safety agencies to achieve interoperability and eliminate redundant wireless communications infrastructures.